



Republic of the Philippines
Department of Education
REGION II - CAGAYAN VALLEY
SCHOOLS DIVISION OF BATANES

18 September 2024

DIVISION MEMORANDUM

No. 253, s. 2024

GUIDELINES ON THE CONDUCT OF REGIONAL OFFICE, SCHOOLS DIVISION OFFICE, AND SCHOOL-DEVELOPED PROFESSIONAL DEVELOPMENT (PD) PROGRAMS FOR FY 2024

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
SDO Unit Heads and Staff
Elementary and Secondary School Heads
This Schools Division

1. In support to DM-OUHROD-2024-1576 titled **Guidelines on the Conduct of Regional Office, Schools Division Office, and School-Developed Professional Development (PD) Programs for FY 2024**, this office through the Schools Governance and Operations Division – Human Resource Development (HRD) Section shall implement the guidelines stipulated in the aforementioned issuance, specifically covering the following activities, to wit:

- a. Schools Division Office PD Programs;
- b. 3-day School-based In-Service Training (INSET) scheduled on November 25-29, 2024; and,
- c. Learning Action Cell.

2. To ensure effective and efficient development and implementation of SDO-based and School-based PD Programs, all activities shall be designed, developed, quality-assured, delivered, and monitored and evaluated according to the standards and processes set by DepEd Memorandum No. 044, s. 2023 titled *Interim Guidelines for Quality Assurance and Monitoring and Evaluation of NEAP core programs*.

3. DepEd Memorandum No. 44, s. 2023 shall govern the quality assurance and delivery process of PD programs within SDO-level, while **all School-level** development and implementation of school-based PD programs shall adhere to the guidelines stipulated in DM-OUHROD-2024-1576.

4. Based on identified professional development needs, schools shall determine appropriate programs for development and delivery/implementation according to the following:

- a. In-Service Training (INSET)
 - i. Induction
 - ii. Career Progression Programs: Regular Program, Subject-Content Program, Master Class



Address: Basco, Batanes, 3900
Contact No.: 09687467949, 09539704860
Email Address: batanes@depd.gov.ph
Facebook: facebook.com/depd.batanes
Website: <https://depdbatanes.ph>

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- iii. Special Programs
- b. Learning Action Cell Sessions
 - i. Career Progression Programs: Regular Program, Subject-Content Program, Master Class

While Schools Division Office - Program Owners through the Human Resource Development Section shall determine programs based on:

- i. Induction
- ii. Career Progression Programs: Regular Program, Subject-Content Program, Master Class
- iii. Special Programs

5. Furthermore, School-based INSET topics shall be aligned with any of the following priority programs:

- a. MATATAG Curriculum for K,1,4 and 7;
- b. National Learning Camp;
- c. National Reading Program;
- d. National Mathematics Program;
- e. Inclusive Education (Alternative Learning System, Indigenous Peoples Education, Madrasah Education Program, Special Needs Education, etc.);
- f. Comprehensive Sexuality Education (DepEd Order No. 031, s. 2018);
- g. Gender and Development;
- h. Induction Program for Beginning Teachers;
- i. Higher Order Thinking Skills – Professional Learning Packages (HOTS-PLPs) for Mathematics, Science, and English;
- j. Instructional Leadership Training (ILT): Strengthening Learning Conditions for Early Literacy; and
- k. Subject Content-based Professional Development Programs.

6. **All School-based** INSET and LAC plans shall be prepared, delivered, quality-assured, PRC accredited, and monitored and evaluated, in adherence to the standards and processes outlined in the guidelines per DM-OUHROD-2024-1576.

7. An online meeting to be organized by the Human Resource Development Section shall be conducted on **September 23, 2024**, to start at 9:30 in the morning via Microsoft Teams to orient all School Heads regarding this issuance. The meeting link will access through: bit.ly/HRDBatanesOrientation.

8. Templates, soft copies of issuances, and guidelines can be accessed and downloaded through the link: bit.ly/2024PDProgramTemplates or by scanning the QR code below:



9. Utilization of funds for the design, development, quality assurance, delivery, and monitoring and evaluation of professional development programs shall be governed by DM-OUHROD-2024-0427 titled *Guidelines on the Utilization of FY 2024 HRD Funds*.

10. For immediate information, guidance, and strict compliance of all concerned.

ALFREDO B. GUMARU, JR. EdD, CESO V
Schools Division Superintendent

Encl: As stated

References: DM-OUHROD-2024-1576

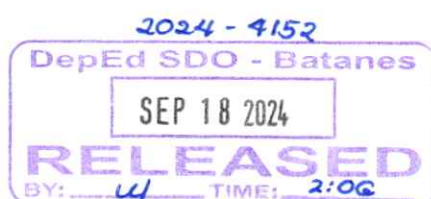
DM-OUHROD-2024-0427

DepEd Memorandum No. 44, s. 2023

To be indicated in the Perpetual Index
under the following subjects:

CURRICULUM
LEARNING AREA
MONITORING and EVALUATION
SEMINARS
TRAINING PROGRAMS

SGOD/myn/kchm/PDProgramGuidelinesFY2024
September 18, 2024



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